

## National Family Support Certification Exam Waiver Request

1. Name of Person Seeking the Waiver:
2. Email of Person Seeking the Waiver:
3. Provides Services in: county or multiple counties
4. Pre-Assessment Score(s):
5. Date(s) Pre-Assessment was Taken:
6. List of Modules Completed and Dates:
7. Are you an English Language Learner? Y or N
8. Have you exhausted all other preparatory supports for the Certification Exam? Y or N If yes, describe the preparatory supports you have utilized.
9. How has your supervisor assisted you in preparing for the certification exam?
10. Explain in your own words, why you are requesting the waiver:

I, \_\_\_\_\_, certify that I have completed this form accurately and truthfully.

Signature of person seeking the waiver:

Date:

Signature of supervisor:

Date:

FOR IDPH USE ONLY

Date waiver request was received:

Date completed and result of technical review:

Waiver granted: YES or NO and if granted will expire on \_\_\_\_/\_\_\_\_/\_\_\_\_ date.

## National Family Support Certification Exam Waiver Request Instructions

**Purpose:** The purpose of offering an exam waiver is to give learners additional time to prepare for the National Family Support Professional Certification Exam. The waiver does not eliminate the requirement for a direct service family support professional to successfully complete the exam, it only waives the timetable for completion.

**Who Can Apply:** Individuals with a learning disability or English Language Learners may apply for a waiver after exhausting all other preparatory supports for the Certification Exam. English Language Learners may need to take the exam in their primary language. The exam is currently only available in English, but learners may use the Text-to-Speech (TTS) feature that is available in both the pre-assessment and the certification exam. Testing this feature, and other learner supports available within the KITE system on the pre-assessment, is the first step to determine exam readiness.

**Instructions for Completing the Waiver Form:** The person requesting the exam waiver is the person that completes the exam waiver request form. The requestor's supervisor will review the completed waiver form. The supervisor's signature indicates they are in agreement with the information provided in the waiver request form.

1. This is the name of the family support professional who is asking for a waiver to be granted
2. Include the email address of the family support professional who is seeking a waiver.
3. Write in the name of each county where the requestor provides services.
4. Include your pre-assessment score. If you have taken the pre-assessment multiple times, include each of your scores in chronological order (earliest assessment to most recent assessment taken.)
5. Add the dates of when you took the pre-assessment. If you have taken it multiple times, list your pre-assessment dates in chronological order (earliest to most recent.)
6. List each Institute module that you have completed. Do not include modules that you started but did not finish. List the date you completed the module right after the title of the module you have completed.
7. Mark yes if English is not your first language or the primary language spoken in your childhood home. Mark no if you are comfortable and confident reading, speaking, and comprehending the English language.
8. List any accommodations that your employer is providing for you to be able to carry out the normal functions of your job. If there are no any accommodations, write, "not applicable," here.
9. In your own words, state how your supervisor has assisted you in preparing for the exam.
10. Explain why you are requesting the waiver and how the additional time to prepare will benefit you.

**Certification statement:** This is signed by the requestor of the waiver. The signature is stating that you have been as accurate as possible and the information provided in the waiver is accurate and up to date.

**Signatures and dates:** The first signature and date is completed by the requestor of the waiver. The second signature and date is completed the supervisor of the person requesting the waiver.

Submit the completed waiver form via email to [Anne.Plagge@idph.iowa.gov](mailto:Anne.Plagge@idph.iowa.gov)

## National Family Support Certification Waiver Review Process

### Step One: Technical Review

Upon submission, the waiver request will be reviewed by an IDPH staff person to ensure that it is complete. If it is incomplete, the requestor will be notified by return email that the waiver request is incomplete and cannot be reviewed. Waivers will only be reviewed on a quarterly basis in the following cohorts:

- Waivers received in July, August or September will be moved to step two on October 1.
- Waivers received in October, November or December will be moved to step two on January 2.
- Waivers received in January, February or March will be moved to step two on April 1.
- Waivers received in April, May or June will be moved to step two on July 1.

It is the responsibility of the individual requesting the waiver to ensure submissions are received prior to the date in which they would be expected to be certified without a waiver. Waivers requested after their individual deadline will not be reviewed. For example, if a learner's certification deadline is December 15<sup>th</sup>, your waiver should be received in the October 1 review cohort (see list above). To review certification deadlines and expectations, please see the [Iowa Implementation Guide](#).

### Step Two: Independent Review by Waiver Panelists

Completed requests that have passed the technical review will be emailed to the Waiver Panelists. A team of three persons will independently review the waiver and make an interim decision of:

- the waiver should be granted,
- the waiver should be denied or,
- the panelist is unable to make a decision.

The Waiver Panelists will have three weeks to complete their independent review.

### Step Three: Final Determination by Waiver Panel

The Waiver Panel will meet virtually to discuss all waivers received and reviewed during the quarter. They will share their independent review interim decisions and make a final determination as a panel. The final determination will be made, if at all possible, by consensus. If a consensus cannot be reached, panelists will vote and the majority vote will rule.

### Step Four: Notification

The Waiver Panel will share the final determination on the waiver request with the IDPH staff person in charge of the technical review. The IDPH staff person will notify the requestor of the final determination of the waiver review panel. Notification will include that the requestor should continue to prepare for the exam by using the resources that are available to them in the Institute.

### Additional Information

**Time Length of Waiver:** Waivers will be granted for a one year period of time. At the end of the waiver period, the requestor may ask for more time by requesting a subsequent waiver through the same process as described in these materials.

**Limits on Waiver Applications:** Requestors may request a waiver annually until the exam is available in their language or accommodations are available.